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A decorative graphic consisting of two curved, overlapping lines. The top line is a light green color, and the bottom line is a darker green color. They curve upwards from left to right, creating a sense of motion and flow.

Windows 10 Addendum to your User's Manual

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The purpose of this addendum

Microsoft is offering upgrades from Windows 7 or Windows 8 to Windows 10. You will notice there are some differences in how Windows 10 works compared to your older operating system.

This addendum contains updated information for using Windows 10, please use it in addition to your computer's User's Manual.

This does not replace your User's Manual, and there may be information included that does not apply to your computer.



Important

This addendum contains proprietary information that is protected by copyright laws. The information contained in this manual is subject to change without notice. Images provided herein are for reference only and may contain information or features that do not apply to your computer. Acer Group shall not be liable for technical or editorial errors or omissions contained in this manual.

Model number: _____

Serial number: _____

Date of purchase: _____

Place of purchase: _____

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USING THE PRECISION TOUCHPAD

The touchpad controls the arrow  (or 'cursor') on the screen. As you slide your finger across the touchpad, the cursor will follow this movement. The Precision Touchpad (PTP) is designed to provide a more uniform, smooth, and accurate touchpad experience. Many applications support precision touchpad gestures that use one or more fingers, however, some gestures may not be supported by the specific application or program you are using.

Touchpad gestures



Single-finger slide

Slide a finger across the touchpad to move the cursor.



Single-finger press or tap

Press the touchpad down, or lightly tap the touchpad with your finger, to perform a 'click', which will select or start an item. Quickly repeat the tap to perform a double tap or 'double click'.



Two-finger press

Lightly tap the touchpad with two fingers to perform a  'right click'. In the *Start* screen, this will toggle the app commands. In most apps this will open a context menu related to the selected item.



Two-finger slide

Swiftly scroll through web pages, documents and playlists by placing two fingers on the touchpad and moving both in any direction.



Two-finger pinch

Zoom in and out of photos, maps and documents with a simple finger-and-thumb gesture.

The precision touchpad includes added technology features that help recognize and prevent unintentional gestures such as accidental taps, gestures, and pointer movement.



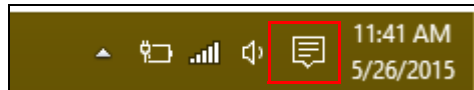
Note

The touchpad is sensitive to finger movement; the lighter the touch, the better the response. Please keep the touchpad and your fingers dry and clean.

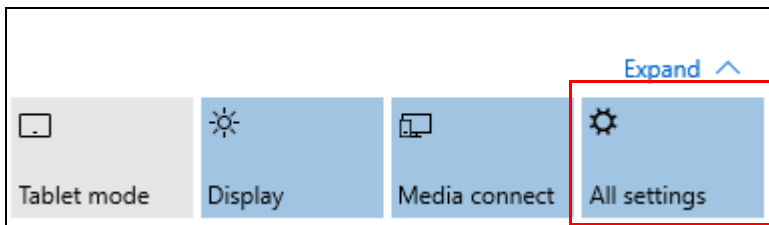
Changing touchpad settings

To change the touchpad settings to suit your personal requirements, please do the following.

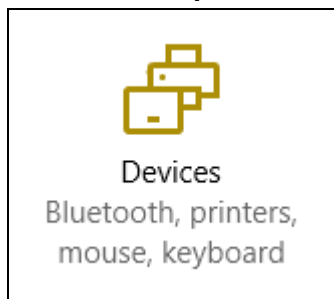
1. In the icon tray in the lower right-hand corner of the screen, select the *Notifications* icon to open the *Notifications* pane.



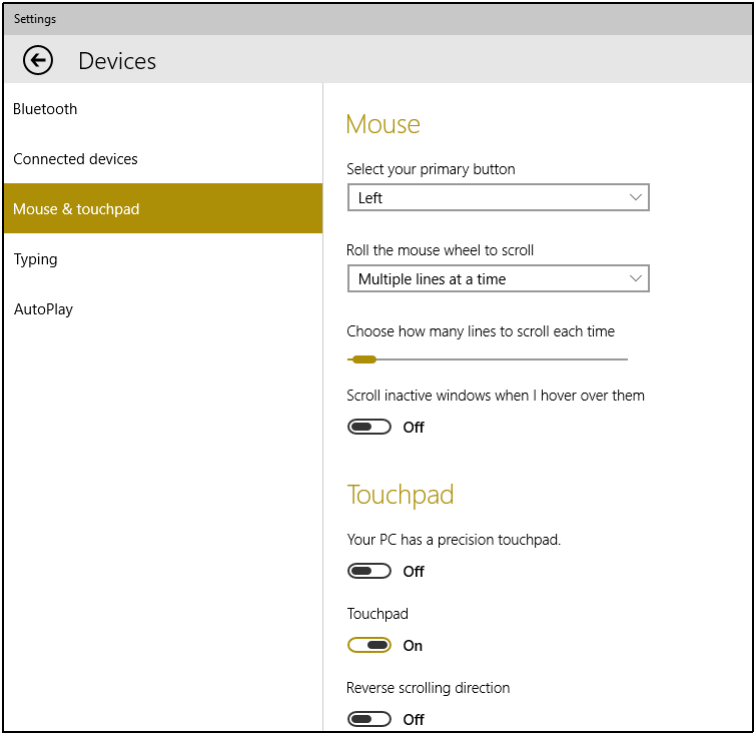
2. Select **All settings**.



3. Select **Devices > Mouse & touchpad**.



4. Now you can adjust the settings to suit your personal needs. You can change the primary button for left- or right-handed use, turn the touchpad off if you prefer to use a mouse, or set a delay to prevent the cursor moving if you accidentally tap the touchpad with your palm while working. Scroll down to see more settings.



USING A BLUETOOTH CONNECTION

Bluetooth is a technology enabling you to transfer data wirelessly over short distances between many different types of devices. Bluetooth-enabled devices include computers, cell phones, tablets, wireless headsets, and keyboards.

To use Bluetooth, you must ensure the following:

1. Bluetooth is enabled on both devices.
2. Your devices are "paired" (or connected).

Enabling and disabling Bluetooth

The Bluetooth adapter must be enabled on both devices. For your computer, this may be an external switch, a software setting, or a separate Bluetooth dongle plugged into the computer's USB port (if no internal Bluetooth adapter is available).



Note

Please check your devices owner's manual to determine how to turn on its Bluetooth adapter.

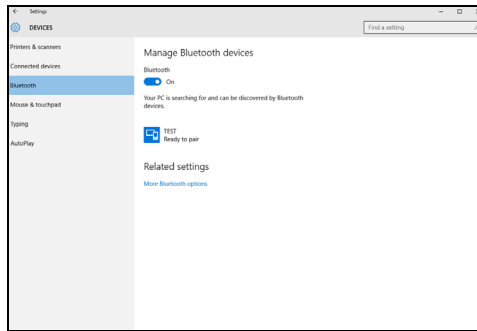
Enable Bluetooth and add a device

Every new device must first be "paired" with your computer's Bluetooth adapter. This means it must first be authenticated for security purposes. You only need to pair once. After that, simply turning on the Bluetooth adapter of both devices will connect them.

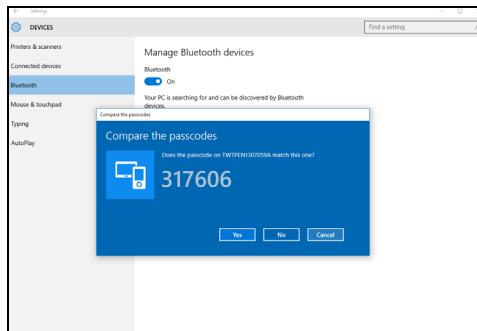
Bluetooth on your computer is disabled by default. To enable your computer's Bluetooth adapter, do the following:

1. Press the *Windows* key or select the *Windows Start button* > **Settings** > **Devices** > **Bluetooth**, and click the toggle under **Bluetooth** to enable/disable it.
2. Your computer will automatically start searching for devices, as well as make itself visible to other devices.

3. Select the device you wish to pair from the list of discovered devices, and select **Pair**.



4. A code displays on your computer, which should match the code displayed on your device. Select **Yes**. Then, accept the pairing from your device.



Note

Some devices using older versions of the Bluetooth technology require both devices to enter a PIN. In the case of one of the devices not having any inputs (as in a headset), the passcode is hardcoded into the device (usually "0000" or "1234"). Consult your device's user manual for more information.

You can also enter the Bluetooth settings by selecting the *Notifications* icon in the lower right-hand corner of the screen to open the *Notifications* pane. From here, you can enable or disable Bluetooth or right-click on **Bluetooth** > **Go to settings** to enter the Bluetooth settings.

CONNECTING TO THE INTERNET

This chapter includes general information on types of connections, and getting connected to the internet. Some of this information may not apply to your computer. For detailed information, please refer to **Network connections on page 60**.

Your computer's built-in network features make it easy for you to connect your computer to the internet using a cable or a wireless connection.

First though, in order to connect to the internet, you'll need to sign up for internet services from an ISP (Internet Service Provider) -- usually a phone or cable company -- that will have to go to your home or office to set up internet service. The ISP will install a small box, a router or modem, that will allow you to connect to the internet.

Connecting to a wireless network

Connecting to a wireless LAN

A wireless LAN (or WLAN) is a *wireless local area network*, which can link two or more computers without using wires. Once connected to WLAN, you can access the internet. You can also share files, other devices, and even your internet connection itself.



Warning

Using wireless devices while flying in aircraft may be prohibited. All wireless devices must be switched off before boarding an aircraft and during take-off, as they may be dangerous to the operation of the aircraft, disrupt communications, and even be illegal. You may turn on your computer's wireless devices only when informed that it is safe to do so by the cabin crew.

Your computer's wireless connection is turned on by default and Windows will detect and display a list of available networks during setup. Select your network and enter the password if required.

Acer notebook computers feature an *Airplane mode* hotkey that turns the network connection on or off. You can use the network

management options to turn your wireless network on/off or control what is shared over the network.

To connect to a wireless network, please follow the steps below.

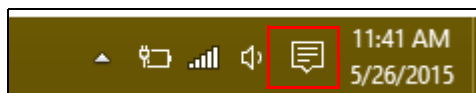
1. Ensure you have a wireless router/access point and current internet connection through the ISP of your choice. Make a note of the wireless network's name and password (if necessary). If you are trying to connect to a public network (such as at a coffeeshop), make sure you have the wireless network's name.



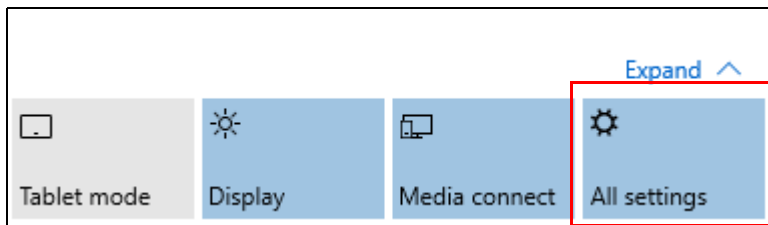
Note

Please refer to your ISP or router documentation for details on connecting to the internet.

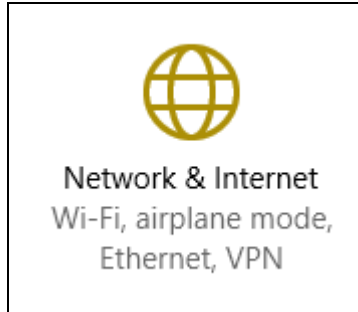
2. In the icon tray in the lower right-hand corner of the screen, select the *Notifications* icon to open the *Notifications* pane.



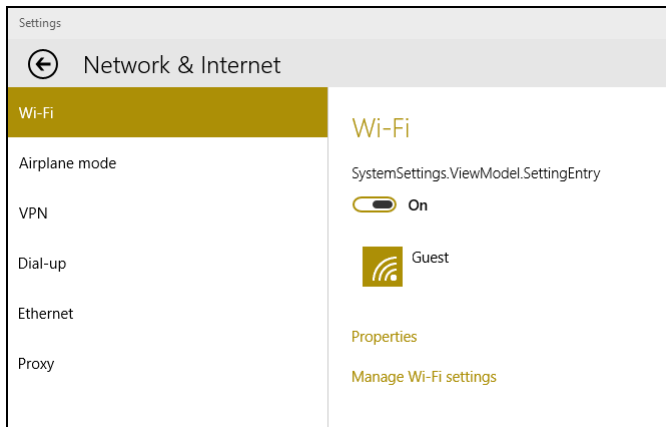
3. Select **All settings**.



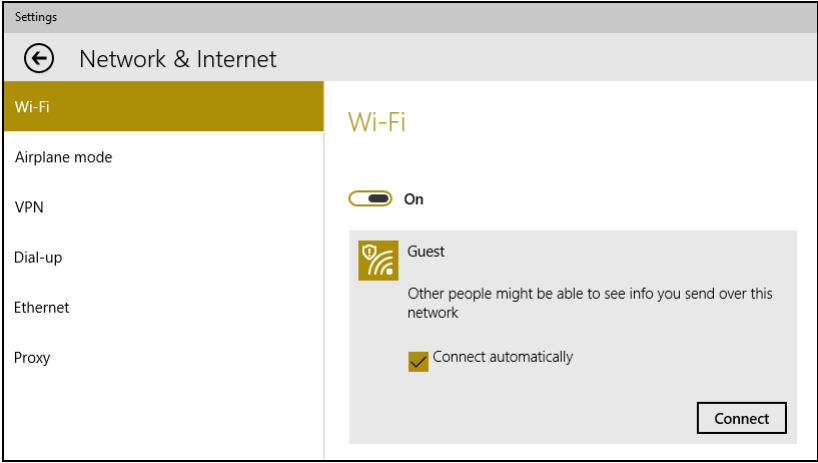
4. Select **Network & internet**.



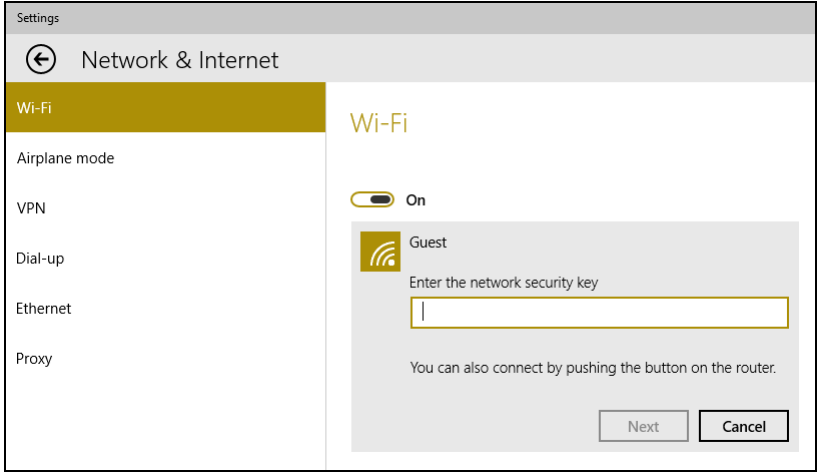
5. You will see a list of available wireless networks. Select the one you wish to use.



6. Once you select a wireless network, select **Connect**.



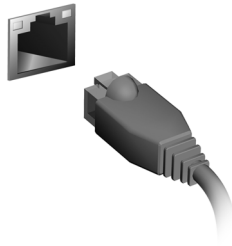
7. If required, enter the network's password.



Connecting with a cable

Built-in network feature

Plug one end of a network cable into the network port on your computer, and the other end into a port on your router. (Refer to the image below.) Then, you'll be ready to get online.



Connecting to a cellular network

If your computer has a SIM slot, you can connect to the internet using a cellular phone network. To do this, you must have a compatible SIM card and a data contract with your cellular provider. Contact your cellular provider for more information on connecting to the internet using a cellular network.

ACER BLUELIGHT SHIELD

Acer Bluelight Shield can be enabled to reduce the blue-light emissions from the screen to protect your eyes.

To configure Acer Bluelight Shield, *Search* for 'Acer Quick Access'. From here you can toggle Acer Bluelight Shield on or off, and you can choose from four different modes to fit your needs:

No.	Item	Description
1	Low Reduction	Reduces blue light emission from the LED backlit screen by 10% to 25% for basic protection.
2	Medium Reduction	Reduces blue light emission from the LED backlit screen by 26% to 45% to protect your eyes.
3	High Reduction	Reduces blue light emission from the LED backlit screen by 46% to 65% for maximum protection.
4	Long Hour Mode	Professionally tuned to reduce eye strain over an extended period of time.



Note

Specifications vary depending on model.

FREQUENTLY ASKED QUESTIONS

The following is a list of possible situations that may arise during the use of your computer. Easy solutions are provided for each one.

I turned on the power, but the computer does not start or boot up.

Look at the power indicator:

- If it is not lit, no power is being supplied to the computer. Check the following:
 - If you are using on the battery, it may be low and unable to power the computer. Connect the AC adapter to recharge the battery pack. You may need to wait a few minutes before trying to turn your computer on again.
 - Make sure that the AC adapter is properly plugged into the computer and to the power outlet.
- If it is lit, check the following:
 - Is a disc in the optical drive? Remove it and press <Ctrl> + <Alt> + to restart the system.
 - Do you have a USB storage device (USB drive or smartphone) plugged into your computer? Unplug it and press <Ctrl> + <Alt> + to restart the system.

Nothing appears on the screen.

The computer's power management system automatically blanks the screen to save power. Press any key to turn the display back on.

If pressing a key does not turn the display back on, three things might be the cause:

- The brightness level might be too low. Press <Fn> + <▸> (increase) to adjust the brightness level.
- The display device might be set to an external monitor. Press the display toggle hotkey to toggle the display back to the computer.
- If the power LED is flashing, the computer may be in Sleep or Hibernate mode. Press and release the power button to resume.

No audio is heard from the computer.

Check the following:

- The volume may be muted. Look at the volume control (speaker) icon in the taskbar. If it is crossed-out, click the icon and deselect the **Mute all** option.
- The volume level may be too low. Check the volume from the volume control (speaker) icon in the taskbar. You can also use the volume control hotkeys to adjust the volume.
- If headphones, earphones or external speakers are connected to the headphone jack on the computer, the internal speakers automatically turn off.

I want to eject the optical drive tray without turning on the power.

There is a mechanical eject hole on the optical drive. Simply insert the tip of a pen or straightened-out paperclip into the hole and push to eject the tray.

The keyboard does not respond.

Try attaching an external keyboard to a USB port on the computer. If it works, contact your dealer or an authorized service center as the internal keyboard cable may be loose.

The printer does not work.

Check the following:

- Make sure that the printer is connected to a power outlet and that it is turned on.
- Make sure that the printer cable is connected securely to a USB port and the corresponding port on the printer.

I want to restore my computer to its original settings.



Note

If your system is the multilingual version, the operating system and language you choose when you first turn on the system will be the only option for future recovery operations.

This recovery process helps you restore the C: drive with the original software content that is installed when you purchased your computer.



Warning

Your C: drive will be reformatted and all data will be erased. It is important to back up all data files before using this option.

Before performing a restore operation, please check the BIOS settings.

1. Check to see if **Acer disk-to-disk recovery** is enabled or not.
2. Make sure the **D2D Recovery** setting in **Main** is **Enabled**.
3. Exit the BIOS utility and save changes. The system will reboot.



Note

To activate the BIOS utility, press <F2> when you see the Acer logo during boot up.

For more information, [see Recovering your system on page 100](#).

Requesting service

International Travelers Warranty (ITW)

Your computer is backed by an International Travelers Warranty (ITW) that gives you security and peace of mind when traveling. An ITW passport came with your computer and contains all you need to know about the ITW program. A list of available, authorized service centers is in this handy booklet. Read this passport thoroughly.

Always have your ITW passport on hand, especially when you travel, to receive the benefits from our support centers. Attach your proof-of-purchase to the ITW passport.

If the country you are traveling in does not have an Acer-authorized ITW service site, you can still get in contact with our offices worldwide. Please visit **www.acer.com**.

Before you call

Please have the following information available when you call Acer for online service, and please be at your computer when you call. With your support, we can reduce the amount of time a call takes and help solve your problems efficiently. If there are error messages or beeps reported by your computer, write them down as they appear on the screen (or the number and sequence in the case of beeps).

You are required to provide the following information:

Name: _____

Address: _____

Telephone number: _____

Machine and model type: _____

Serial number: _____

Date of purchase: _____

Tips and hints for using Windows 10

We know this is a new operating system that will take some getting used to, so we've created a few pointers to help you get started.

How do I get to *Start*?

Press the Windows key or select the *Windows Start button* on the lower left-hand corner of the screen.

Where's the Start button?

The Start button will appear in the desktop taskbar. Selecting it will open *Start* where you can launch apps.

How do I see all of my apps?

Press the Windows key or select the *Windows Start button* and select **All apps** to show a list of installed apps on the computer.

How do I turn off my computer?

Press the Windows key or select the *Windows Start button* and select the power icon > **Shut down**. You can also turn off the computer by right-clicking the *Windows Start button* > **Shut down or sign out** > **Shut down**.

Can I turn off notifications?

You can turn off notifications so that you can leave your computer running, but not be disturbed by notifications.

Press the Windows key or select the *Windows Start button* and select **Settings** > **System** > **Notifications & actions**. From here you can enable/disable notifications for all of your apps or choose which apps to enable/disable.

How do I unlock my computer?

Press the space bar and select a user account icon to unlock the computer. If your account has a password set, you will need to enter the password to continue.

Can I personalize the Lock screen?

You can personalize the lock screen with a different image, to run a slideshow of images, or to show you quick status and notifications to suit your personal needs.

To change the background, press the Windows key or select the *Windows Start button* and select **Settings > Personalization**. From here you can:

- Select a background image for the lock screen
- Turn the *Slide show* on or off
- Select lock screen apps.

How do I set up the lock screen slideshow?

1. Press the Windows key or select the *Windows Start button* and select **Settings > Personalization**.
2. Under Background, select *Slideshow*.
3. Select **Add a folder** and open the folder you wish to use (your *Pictures* folder will open by default). Select **Choose this folder** to add the folder to the lock screen slideshow.
4. Select a folder and select **Remove** to remove the folder from the lock screen slideshow.
5. Change the other settings to suit your needs.

How do I move tiles?

Select a tile and drag it to the place on *Start* that you want it to appear. Other tiles will be moved to accommodate the tile in its new location.

Can I arrange tiles in groups?

Yes, you can. Select an existing tile and drag the tile to arrange *Start* to your liking. Right-click on an app and select **Pin to Start** to create a new group on *Start*. From here, you can drag the tile to an existing group on *Start*. You can give the group(s) a name and arrange the tiles within the groups to suit your needs.

Can I make tiles bigger or smaller?

Yes, you can. Right-click on a tile and select **Resize**. Select a size from the menu that appears.

Can I change the screen resolution?

Yes, you can. Move your cursor to the lower left-hand corner of the screen and type 'Control Panel' in the text box to display the results; select **Control Panel > Adjust screen resolution**. Alternatively, you can also right-click anywhere on the desktop and select **Screen resolution**.

How do I set the alarm?

Your computer can act as an alarm clock. Search 'Alarms' and then select **Alarms**.

1. Select a name for the alarm.
2. Set the time by choosing the hour and minute.
3. Select AM or PM.
4. Choose which days the alarm should go off.
5. Select the sound notification.
6. Select the snooze time.
7. Save the alarm by selecting the Save icon in the bottom right-hand corner.



Note

The alarm will only sound if your computer is awake at the set time.

Where are my apps?

Move your cursor to the lower left-hand corner of the screen and select **Search**, start typing the name of the app you would like to open.

How do I make an app appear on Start?

If you're in *All apps* and you want to make an app appear on *Start*, right-click an app and select **Pin to Start**.

How do I remove a tile from Start?

Right-click a tile to select it and select **Unpin from Start** to remove the tile from *Start*.

How do I make an app appear on my taskbar?

If you're in *All apps* and you want to make an app appear on the taskbar, right-click an app or tile and select **Pin to taskbar**.

How do I install apps?

You can download Windows Store apps from *Store*. You will need to have a Microsoft ID to purchase and download apps from *Store*.

I can't find apps like Notepad and Paint! Where are they?

Move your cursor to the lower left-hand corner of the screen and select **Search**. Type the name of the app you would like to open. Alternatively, open *All apps* and scroll to 'Windows Accessories' to see the list of legacy programs.

What is a Microsoft ID (account)?

A Microsoft account is an email address and password that you use to sign in to Windows. You can use any email address, but it is best if you choose the one you already use to communicate with friends and sign in to your favorite websites. When you sign in to your PC with a Microsoft account, you'll connect your PC to the people, files, and devices you care about.

Do I need one?

You do not need a Microsoft ID to use Windows 10, but it makes life easier because you can sync data across different machines you sign in to using a Microsoft ID.

How do I get one?

If you've already installed Windows 10 and didn't sign in with a Microsoft account or you don't have a Microsoft account and want to get one, press the Windows key or select the *Windows Start button* > **Settings** > **Accounts** > **Sign in with a Microsoft account**, and follow the onscreen instructions.

How do I check for Windows updates?

Press the Windows key or select the *Windows Start button* > **Settings** > **Update & recovery** > **Windows Update**. Select **Advanced options** to configure the settings.

Where can I get more information?

For more information please visit the following pages:

- Windows 8, 8.1 and 10 tutorials: www.acer.com/windows-tutorial
- Support FAQs: support.acer.com